

TOWN OF SOUTHAMPTON

Department of Land Management
Environment Division
116 HAMPTON ROAD
SOUTHAMPTON, NY 11968

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JAY SCHNEIDERMAN
TOWN SUPERVISOR

KYLE P. COLLINS, AICP
TOWN PLANNING AND
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MARTIN SHEA
CHIEF ENVIRONMENTAL ANALYST

SCTM# 473689 _____ - _____ - _____ - _____

TOWN OF SOUTHAMPTON
CHIEF ENVIRONMENTAL ANALYST
ADMINISTRATIVE WETLANDS PERMIT APPLICATION
January 1, 2016

PLEASE SUBMIT:

- ☐ **APPLICATION FEE** – Submission of an application fee of \$400.00 (four hundred dollars) in the form of a check, money order or attorney's check payable to the Town of Southampton.
- ☐ **LEGALIZATION FEE** - If you are seeking to legalize any structure or improvements for which there is not a valid Town wetlands permit, an additional fee of \$400.00 (four hundred dollars) is required.
- ☐ **Two (2) copies of the application**
- ☐ **Seven (7) blueprint copies of the revised survey to the Town Environment Division**
- ☐ **Deed**

***IMPORTANT: PLEASE READ INSTRUCTIONS BEFORE COMPLETING APPLICATION**
**** APPLICATIONS WILL NOT BE DEEMED COMPLETE AND REVIEWED WITHOUT SUBMISSION OF A LEGAL DEED AND/OR OTHER LEGAL DOCUMENT AS PROOF OF OWNERSHIP**

Applicant: _____

Mailing Address: _____

Telephone Number: _____ Fax Number: _____

Email Address: _____

Owner: _____

Mailing Address: _____

Property Location: _____

House #

Street

Hamlet

Telephone #: _____

The Administrative Wetland Permit process is an expedited permit review process, allowing for the issuance of administrative wetland permits for activities that will not impair the functions and benefits of wetlands and wetland buffers. These provisions are applicable only to those regulated activities listed below. Please check which category(ies) your application falls within. Your project must meet at least one of the eligibility criteria/categories listed in order for an administrative wetlands permit to be issued.

Activities Requiring/Eligible for an Administrative Wetlands Permit

- ☐ (1) Construction, installation or removal of a fence, open arbor, trellis or other similar structure, provided that such activity will not have an undue adverse impact on wetlands, bluffs, cliffs, dunes or other steep slopes adjacent to the wetlands.
- ☐ (2) Pruning, removal of nuisance and dead and diseased vegetation or supplemental planting of native vegetation, provided that such activity will not have an undue adverse impact on wetlands, bluffs, cliffs, dunes or steep slopes adjacent to the wetlands.
- ☐ (3) Planting, seeding, cultivating, or maintaining with the use of fertilizers, other than those activities exempted under Section 325-4B(4) and 325-6A(3) where such activities would occur no closer than 75 feet landward of the wetlands boundary and provided further that such activity will not have an undue adverse impact on wetlands, bluffs, cliffs, dunes or steep slopes adjacent to the wetlands. Where such regulated activities are proposed on undeveloped property (ies), the minimum setbacks shall be one hundred feet (100) for turf, fertilizers, pesticides, herbicides, fungicides or similar treatments, landscaping or other clearing or disturbance of natural vegetation.
- ☐ (4) Environmental testing activities, including test borings, soil sampling, environmental assessment and inventory activities and provided further that such activity will not have an undue adverse impact on wetlands, bluffs, cliffs, dunes or steep slopes adjacent to the wetlands.
- ☐ (5) Actions designed to provide structural support to buildings and structures that have incurred or are in imminent peril of incurring structural damage, without which such buildings may suffer further failure and provided further that such activity will not have an undue adverse impact on wetlands, bluffs, cliffs, dunes or steep slopes adjacent to the wetlands.
- ☐ (6) Demolition or removal of any material or structure provided that a project limiting fence is installed to contain disturbance if deemed appropriate and provided further that such activity will not have an undue adverse impact on wetlands, bluffs, cliffs, dunes or steep slopes adjacent to the wetlands.
- ☐ (7) Restoration of wetlands and wetland buffers that were destroyed, substantially altered or degraded due to filling, excavation, drainage, clearing and/or invasion by nuisance plants, including restoration of natural ground elevations, natural hydrology, removal of non-native or nuisance vegetation and planting of native vegetation or habitat management

techniques designed to enhance wetland values and provided further that such activity will not have an undue adverse impact on wetlands, bluffs, cliffs, dunes or steep slopes adjacent to the wetlands.

- ☐ (8) Construction of additions to the landward side of an existing functional single family dwelling, where such dwelling generally lies parallel to the wetland boundary, provided that a non-disturbance/non-fertilization buffer at least fifty feet (50) in width would be maintained.
- ☐ (9) Construction of additions to an existing structure, other than those set forth under Section 325-7B(8), where such activities would occur no closer than 100 feet landward of the wetlands boundary, provided that a non-fertilization/non-disturbance buffer zone at least 75 feet in width would be maintained, and provided further that such activity will not have an undue adverse impact on wetlands, bluffs, cliffs, dunes, or other steep slopes adjacent to the wetlands, provided that such residence is equipped with a septic system that meets current Suffolk County Department of Health Services standards.
- ☐ (10) Remodeling, renovation or reconstruction of a structure to comply with Section 330-84D (Pyramid Law) of the Town Code and provided further that such activity will not have an undue adverse impact on wetlands, bluffs, cliffs, dunes or other steep slopes adjacent to the wetlands.
- ☐ (11) Construction of accessory structures for existing single family dwellings, where such activities would occur no closer than 100 feet landward of the wetlands boundary, provided that a non-disturbance/non-fertilization buffer at least 75 feet in width would be maintained, and provided further that such activity will not have an undue adverse impact on wetlands, bluffs, cliffs, dunes, or other steep slopes adjacent to the wetlands.
- ☐ (12) Construction of new single family dwellings, where such activity and all associated land disturbance would occur no closer than 125 feet landward of the wetlands boundary, provided that a non-disturbance/non-fertilization buffer of at least 100 feet in width would be maintained and provided further that such activity will not have an undue adverse impact on wetlands, bluffs, cliffs, dunes, or steep slopes adjacent to the wetlands.
- ☐ (13) Construction within the existing foot print of the primary and accessory structures, provided that such activity would occur no closer than 75 feet landward of the wetlands boundary and provided that a non-disturbance/non-fertilization buffer zone of at least 50 feet would be maintained and provided further that such residence would be equipped with a septic system located no closer than 150 feet from the wetlands boundary and such activity will not have an undue adverse impact on wetlands, bluffs, cliffs, dunes, or other steep slopes adjacent to the wetlands.
- ☐ (14) Construction of pervious residential driveways or walkways, where such activities would occur no closer than 75 feet landward of the wetlands boundary and provided further that such activity will not have an undue adverse impact on wetlands, bluffs, cliffs, dunes, or other steep slopes adjacent to the wetlands.

- ☐ (15) Construction of access related structures, including, but not limited to, structures needed to ensure American Disabilities Act (ADA) compliance, such as stairs, ramps, walkways, trails and/or other similar structures, provided that such activity will not have an undue adverse impact on wetlands, bluffs, cliffs, dunes, or other steep slopes adjacent to the wetlands.
- ☐ (16) The demolition, removal, relocation, repair and/or upgrading of existing fuel tanks, fuel lines, fuel dispensers, cesspools, septic systems, or sanitary wastewater activities, including necessary site work and provided further that such activity will not have an undue adverse impact on wetlands, bluffs, cliffs, dunes, or other steep slopes adjacent to wetlands.
- ☐ (17) Installation and connection of underground electric, sewer, water, gas, or other utilities to a residence where such installation will occur no closer than 75 feet landward of the wetlands boundary and will involve restoration of existing ground elevation and vegetation and provided further that such activity will not have an undue adverse impact on wetlands, bluffs, cliffs, dunes or other steep slopes adjacent to wetlands.
- ☐ (18) Open water marsh management measures and provided further that such activity will not have an undue adverse impact on wetlands, bluffs, cliffs, dunes or other steep slopes adjacent to wetlands.
- ☐ (19) Construction of berms no closer than 75 feet landward of the wetlands boundary, and 100 feet for undeveloped property(ies) and provided further that such activity will not have an undue adverse impact on wetlands, bluffs, cliffs, dunes or other steep slopes adjacent to wetlands.
- ☐ (20) Construction or installation of drainage structures for the retention of runoff provided that such structure incorporates the maximum feasible setback from wetlands and provided further that such activity will not have an undue adverse impact on wetlands, bluffs, cliffs, dunes or other steep slopes adjacent to wetlands.
- ☐ (21) Renewal and/or transfer of all permits on the same conditions as the original permit if there is no change in the natural or physical conditions or characteristics of the project site which would warrant reconsideration of the permit. Renewal and/or transfer of all permits shall be for a period of one year.
- ☐ (22) Improvement of existing driveways, but limited to adding curbing, entrance gates, lighting and improving drainage systems.

If subject property is located within one of the following Overlay Districts, please Indicate.

Tidal Wetland and Ocean Beach Overlay District	()
Agricultural Overlay District	()
Tidal Flood Plan Overlay District	()
Aquifer Protection Overlay	()

Parcel Size (in acres or square feet) _____

Are there any rights-of-way, easements or restrictive covenants which encumber the property? If so, please indicate the nature of these restrictions and supply copies of the legal instrument (i.e., deed, covenant, conservation easement, etc.) which created this restriction.

Have any wetlands permits under Chapters 175 or 325 of the Southampton Town Code been made with respect to this property? If so, give date and name of such application.

Has a wetlands permit or a letter of non-jurisdiction been obtained from the New York State Department of Environmental Conservation for this project?

Yes

No

If so, please provide a copy.

This application is made because of the presence of one or more of the following natural features on or adjacent to the site (please check all that apply):

Tidal Wetlands	()
Freshwater Wetlands	()
Brackish Wetlands	()

Does this project, as proposed, meet all the recommended wetland setbacks set forth in §325-9 and §325-7 of the Town Code? If not, identify those aspects of the project that do not meet recommended setbacks and state the proposed setback.

Site Characteristics:

What are the predominant soil types on the property? _____

Approximately what percentage of the property is

Well Drained _____ % of property

Moderately Drained _____ % of property

Poorly Drained _____ % of property

Please give the approximate depth to groundwater. _____ feet

Do hunting, fishing or shellfishing opportunities presently exist on or adjacent to the property?

Yes

No

Does the property contain any species of plant or animal life listed as rare, threatened or endangered by New York State, the New York State Natural Heritage Program or the United States of America? Yes No

If yes, please identify each species and its status as classified by New York State, the New York State Natural Heritage Program or the United States.

Has the property ever been used for disposal of solid waste or hazardous waste?

Yes

No

Project Information

What type of activities or structures is proposed? **(Please note all proposed structures, including sanitary systems, drywells, patios, porches, stairways, hot tubs, driveways, etc.)**

		Square Footage
Number of Structures Proposed	<hr/>	<hr/>
Dimensions	<hr/>	<hr/>
Dimensions	<hr/>	<hr/>
Dimensions	<hr/>	<hr/>
Dimensions	<hr/>	<hr/>

Setbacks of Structures From:	Wetlands	Property Lines
Type of Structure:		
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>

If a residence, how many bedrooms will the residence contain when the project is complete?

If an addition to an existing structure is proposed, how many bedrooms does the existing structure contain?

How much, if any, natural vegetation will be cleared or removed for the project?

 acres

 square feet

Type of Vegetation to be Cleared:

Wetlands	()
Mature Forest	()
Brush	()
Other	()

How much of the following items will be removed as part of this project:

Soil	_____ cubic yards
Earth	_____ cubic yards
Gravel	_____ cubic yards
Sand	_____ cubic yards
Dredge Spoil	_____ cubic yards

What is the amount of fill to be deposited on site? _____ cubic yards

For septic only: _____ cubic yards

Will the project exceed 300 gallons of water use a day? Yes No

Approximate Used Gallon Amount: _____

Does the application involve Federal, State or Local Government Funding?

Yes

No

If yes, please explain.

**OWNER'S ENDORSEMENT
(TO BE SIGNED IF APPLICANT IS NOT THE OWNER)**

STATE OF NEW YORK)

) ss.:

COUNTY OF SUFFOLK)

_____, being duly sworn,
deposes and says:

I reside at

in the County of _____ and the _____ State of
_____, and I am the (owner in fee) (officer of the
Corporation which is the owner in fee) of the premises described in the
foregoing and that I have authorized

_____ to make the
foregoing application as described herein.

Signature

Signature

If Corporation, name of Corporation

Officer's Title

Sworn to before me this
day of _____, 200

Notary Public

Town of Southampton
Open Government Disclosure Form
(Zoning Board of Appeals, Planning Board, Conservation Board)

STATE OF NEW YORK }

} ss:

COUNTY OF SUFFOLK }

_____ being duly sworn, deposes and says:

Print Name

I am an applicant for a project or an owner of the land that is the subject of a pending application before the Southampton _____ Board. I make this affidavit under penalty and swear to the truth herein. I am aware that this affidavit is required by General Municipal Law §809 and Southampton Town Code Chapter 23 and that I shall be guilty of a misdemeanor should I knowingly or intentionally fail to make all disclosures herein. I am also aware that I may be subject to the penalties in Southampton Town Code §23-14 should I knowingly or intentionally fail to make all disclosures herein.

1. The project name is: _____

2. I reside at _____

3. The officers of the applicant corporation/owner corporation are as follows:

Pres. _____ Sec. _____

Vice Pres. _____ Treas. _____

4. Do any of the following individuals have an interest in the applicant or owner (as defined on page 10, note "A")?

	Yes	No
1. Any official of New York State	_____	_____
2. Any elected or appointed official or employee of Southampton Town or Suffolk County	_____	_____

If the answer to Question 4 is yes, General Municipal Law §809 and Town Code Chapter 23 require that you disclose the name and the nature and event of the interest of said individual(s) in the applicant or owner.

<u>Name</u>	<u>Residence</u>	<u>Nature of Interest</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

5. During the 24 months before the filing of this application, have any of the following individuals made campaign contributions exceeding \$500 in total, in cash or in kind, to the campaign for public office of any Town officer or employee, to any individual campaign committee, or to any political party committee designated to accept donations on such Town official's or employee's behalf as a candidate for public office?

	Yes	No
1. Owner	_____	_____
2. Applicant	_____	_____
3. Agent for owner or applicant	_____	_____
4. Attorney	_____	_____
5. Other	_____	_____

If the question to Question 5 is yes, Town Code Chapter 23 requires that the information be provided below:

<u>Name/Address</u>	<u>Amount/Date</u>	<u>Name of Campaign Committee</u>

6. During the preceding 24 months before the filing of this application, have any of the following individuals employed any Town officer or employee or a relative thereof involving compensation in an amount of \$500 or more? Said compensation may be directly made, or indirectly made through a corporation or business interest held by any Town officer or employee or their relative.

	Yes	No
1. Owner	_____	_____
2. Applicant	_____	_____
3. Agent for owner or applicant	_____	_____
4. Attorney	_____	_____
5. Other	_____	_____

If the answer to Question 6 is yes, Town Code Chapter 23 requires that the information be provided below:

Name	Position (Owner, Agent, Attorney, Other)	Corporation

Signature

Sworn to before me
This _____ day
of _____.

Notary Public

A FALSE STATEMENT MADE HEREIN IS PUNISHABLE AS A CLASS "A" MISDEMEANOR PURSUANT TO SECTION 210.45 OF THE PENAL LAW OF THE STATE OF NEW YORK

- A. For the purposes of this disclosure, an official of the State of New York or an elected or appointed official or employee of the Town of Southampton shall be deemed to have an interest in the applicant and/or owner when that official or employee, their spouse, brothers, sisters, parents, children, grandchildren or the spouse of any of them is:
- a. the applicant or owner; or
 - b. an officer, director, partner, or employee of the applicant or owner; or
 - c. Legally or beneficially owns or controls stock of a corporate applicant or owner, or is a member of a partnership or association applicant or owner; or
 - d. Is a party to an agreement with the applicant or owner, express or implied, whereby said official or employee may receive any payment or other benefit, whether or not for services rendered, dependent or contingent upon the favorable approval of such application. Ownership of less than five percent of the stock of a corporation whose stock is listed on the New York Stock or American Stock Exchange shall not constitute an interest for the purposes of this disclosure.